

STATEMENT OF WORK (SOW)

05/01/14

Contracting Officer fills out blue text.

Contract Number:	<i>(completed by the CO at time of award)</i>
Task Order Number:	<i>(completed by the CO at time of award if a TO)</i>
IFCAP Tracking Number:	
Follow-on to Contract and Task	
Order Number:	

1. **Contracting Officer's Representative (COR) Rob Kinsey**

Name:	
Section:	
Address:	
Phone Number:	
Fax Number:	
E-Mail Address:	

2. **Contract Title.** Bulk Mailing Equipment Maintenance Program

3. **Background.** The mail room equipment provides all mailing service for the VA Hospital to include mailing out patients prescriptions and the mailing out of appoint time card reminders..

4. **Scope:** PREVENTIVE MAINTENANCE OF THE FOLLOWING EQUIPMENT

1. BULK MAILER MODEL# AF500 SN:942 EE#4224 LOCATED @ BLDG. 1 RM 19B
2. RENA SYSTEM MODEL#IMAGER III SN:1014467 EE#43107 LOCATED @ BLDG.1 RM 19
3. COMPUTER/DELL SN:TGPEP-JDBV3 EE#93886 & SN:FGMPT-PK786 LOCATED @ BLDG.1 RM19
4. FOLDER INSERTER MODEL# M7000 SN:07DZ8336 EE#93614 LOCATED @ BLDG. 1 RM 19
5. CONVEYOR MODEL #TB356 SN:101384 EE#43107 LOCATED @ BLDG. 1 RM 19
6. PRODUCTION VOLUME MODEL#WJ250SYSTEM SN:4001J4750040 EE#93886 LOCATED @ BLDG. 1 RM19
7. SCALE/WJDWP SN:49JD771516 FOR EE#9886 SYSTEM
8. FEEDER/WJMMF SN:JF760145 FOR EE#9886 SYSTEM
9. STACKER/WJSTKRC SN:9900ST760057 FOR EE#9886 SYSTEM
10. PRODUCTION VOLUME MODEL#WJ250SYSTEM SN:4001J4760188 EE#93885 LOCATED @ BLDG. 1 RM19
11. SCALE/WJDWP SN:49JD770489 FOR EE#93885 SYSTEM
12. FEEDER/WJMMF SN:JF770189 FOR EE#93885 SYSTEM
13. STACKER/WJSTKRC SN:9900ST770187 FOR EE#93885 SYSTEM
14. SOFTWARE CARE FOR BOTH MCM SYSTEMS

15. OMATION ENVELOPENER MODEL #2100 SN:0618 LOCATED @ BLDG. 7 RM 102
PHARMACY

PREVENTIVE MAINTENANCE: THE REQUIREMENTS SCHEDULE IS SEMI-ANNUAL TO BE ACCOMPLISHED IN ACCORDANCE WITH ALL TERMS, PROVISIONS, CONDITIONS AND SPECIFICATIONS, AS WELL AS ANY APPLICABLE MANUFACTURER'S INSTRUCTION AND RECOMMENDATION,

1. CLEANING AND LUBRICATION OF THE MACHINES, INCLUDING ROLLERS, BRUSHES, INTERNAL MECHANICAL PARTS.
2. PLATENS AND GENERAL APPEARANCE OF THE EQUIPMENTS, MECHANICAL PARTS, RUBBER ROLLERS, BRUSHES AND FELT SEALING PADS.

SOFTWARE MUST BE UPDATED AS NEEDED.

5. Specific Tasks. Techniques are described for determining the effectiveness of preventive maintenance procedures in detecting and reducing equipment failures. The techniques make use of historical maintenance data, e.g., maintenance data from a computerized maintenance management system (CMMS), that identifies the preventive maintenance procedures, as well as unplanned maintenance procedures for repairing the equipment. The techniques are used to statistically analyze the maintenance data to determine whether a statistical correlation exists between the preventive and unplanned maintenance procedures. In particular, the techniques correlate any failures experienced by that equipment, as serviced by the unplanned maintenance procedures, to the preventive maintenance procedures that were designed to detect or eliminate those failures. Based on the analysis, an effectiveness of each preventive maintenance activity can be determined, and a respective frequency of each preventive maintenance activity can be statistically controlled. The service representative must check in and out at the Electronics shop and notify the supervisor of his arrival. The technician must provide the supervisor with the written repair list that was performed on the equipment when done, each time.

5.1 Task 1 - Enterprise Management Controls. *(Example)*

5.1.1 Subtask 1 - Integration Management Control Planning. Provide the technical and functional activities at the required level for integration of all tasks specified within this SOW. Include productivity and management methods such as quality assurance, progress/status reporting and program reviews. Provide the centralized administrative, clerical, documentation and related functions.

5.1.2 Subtask 2 - Contract Management. Prepare a Contract Management Plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements throughout Contract execution. Provide a monthly status report monitoring the quality assurance, progress/status reporting and program reviews applied to this contract.

Place of Performance. All work will be performed on the VA Hospital facility site

12. Period of Performance Start date from 6/01/14 to 06/01/15

13. Delivery Schedule. N/A

SOW Task#	Deliverable Title	Format	Number	Calendar Days After CO Start
1	Hospital Design	A003/DI-MGMT-80347	Standard Distribution*	Draft - 15 Final - 30
2	Monthly Status Report	Contractor-Determined Format	2 Copies to COR; Letter Only to CO	Monthly, on 5th Workday
3	Commissioning Report	Contractor-Determined Format	Standard Distribution*	180
4	<i>Continue as needed</i>	<i>to document all deliverables</i>		
* Standard Distribution: 1 copy of the transmittal letter <u>without the deliverable</u> to the Contracting Officer shall be Emailed.				